

ENERGY CORPS AMERICORPS MEMBER POSITION DESCRIPTION

Name and location of host site: Sustainability Educator, City of Red Lodge, Red Lodge, MT

Title: Energy Corps Member

Reports to: Martha Brown, City Council Member

Term of service: October 2, 2017-August 31, 2018

Anticipated service schedule: 1700 hours over the course of service term. Roughly 40 Hours per week. Occasional evening/weekend hours may be necessary.

Position Summary: The City of Red Lodge believes there is a need to reduce energy costs for City buildings, as well as improving the recycling operations in the community. The Red Lodge Energy Corps member will engage in several projects for the City of Red Lodge that fall under the 2013 Red Lodge Growth Policy under the Climate Protection section and under the Infrastructure and City Services goals of demonstrating a commitment to environmental protection and sustainability. The 2017-2018 Energy Corps member will build on a variety of projects completed by the previous Energy Corps member, including monitoring of electric vehicle charging stations, LED street lights, and energy savings from an LED retrofit in City buildings. The 2017-2018 Energy Corps member will also develop a greenhouse gas inventory for the community, research realistic energy usage and carbon savings goals, and further investigate energy conservation for City utilities.

Specific Position Responsibilities:

- Monitor usage and calculate cost savings of electric vehicle charging station, LED streetlights, and LED lights installed in City buildings
- Determine usage and potential savings of electric vehicle charging stations and LED lights over the next 10 years
- Complete the first solar array project on a city building by seeing through the installation of solar panels at the Public Restroom to reduce costs for both the restroom and the electric vehicle charging stations
- Collect community energy data and complete written community greenhouse analysis
- Develop realistic energy usage and carbon savings goals for the City that address climate change goals in the adopted City Growth Policy and City Code/Ordinance modifications for the incorporation of energy efficient measures (i.e. solar and wind) for new construction.
- Recommend updates to the City Growth Policy by researching similar communities and coordination with the Carbon County Resource Council
- Determine feasibility of leasing or purchasing dual or alternative fuel fleet vehicles
- Research additional energy conservation activities that could be conducted by the City
- Provide support to the Red Lodge High School Green Team and help identify and implement additional school related energy projects
- Develop an energy page on the City's website and document energy activities conducted on behalf of the City through its partnership with Energy Corps to date
- Create multi-faceted marketing for electric vehicle charging stations and for recycling activities, and public education by documenting the benefits of all energy projects conducted by the City

Minimum Requirements:

- Must be over 18 with a high school diploma or GED; a College Degree in Environmental Science, Sustainability, or Resource Conservation is strongly preferred

- Relevant work or volunteer experience in Solar (PV), LED technology, and recycling operations is preferred
- Sincere and demonstrated interest in environmental sustainability and energy conservation
- Skilled public speaker and presenter
- Proficiency with word processing, graphics, and strong spreadsheet or database capabilities are required
- Geographic Information Software (GIS) knowledge, particularly ArcGIS, would be beneficial to this position
- Attention to detail and responsible work habits as well as strong organizational and communication skills
- Ability to establish and cultivate relationships with city officials and potential partners
- Ability to thrive in a multiple-task environment
- Ability to relate to people from diverse backgrounds, ranging from public officials to neighborhood residents
- Ability to balance supervisor direction with being a self-starter
- Must have a valid driver's license and personal vehicle, mileage reimbursement will be provided for any work-related travel
- Member will NOT have recurring access to vulnerable populations

Benefits: This Energy Corps position will receive the following benefits:

- Opportunity to make a difference in a community
- Green job training and professional development
- Living allowance of \$12,630 over term of service
- An AmeriCorps Education Award (\$5,815) upon successful completion of service
- Health benefits and child care assistance if qualified

APPLICATION PROCESS: Applications will be accepted through August 18, 2017 or until a suitable candidate can be identified. Early applications are encouraged and applications will be considered as they are received. All persons interested in being considered for the position must submit an Energy Corps application form. The application form may be downloaded at https://www.energycorps.org/pdf_positions/energycorps_app_0614.pdf or requested from Emily Caponi, Energy Corps Program Director. Incomplete applications will not be considered. The completed application form can be emailed to emilyc@ncat.org or sent to:

Emily Caponi
NCAT Energy Corps Program Director
P.O. Box 3838
Butte, MT 59702

NCAT values diversity and encourages minority and women applicants to apply. For additional information about NCAT please visit our website at www.ncat.org. It is NCAT's policy and organizational philosophy to ensure that all of our employment practices, including recruitment and hiring, are administered for all individuals without regard to race, sex, creed, color, national origin, age, religion, marital or veteran status, disability, sexual orientation, or political affiliation.